

FY10 ACWF/ADWF Questionnaire Step by Step Document

ACWF/ADWF questionnaire(s) can be filled out using the Division of Water's Online Application System. This document will guide you through this online process.

Alaska Clean Water (ACWF) and Alaska Drinking Water (ADWF) Loan Fund Questionnaires

1. Go to the Division of Water's Municipal Loan Program home page at

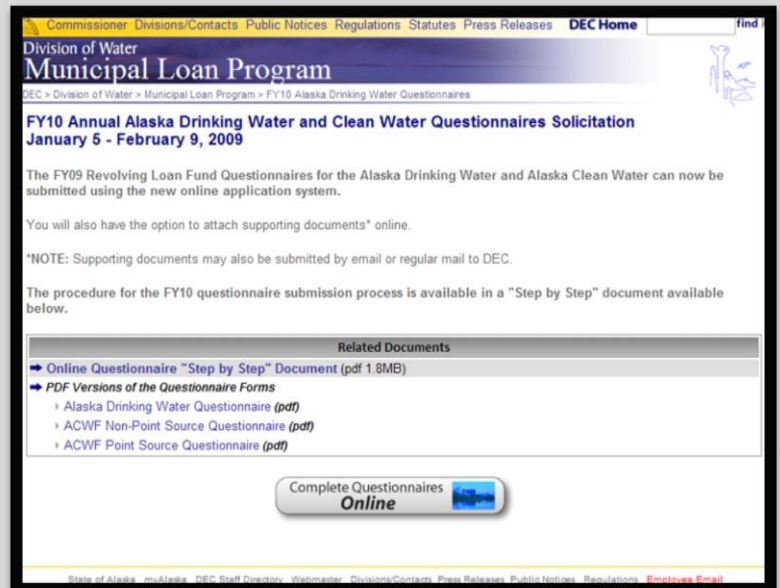
<http://www.dec.state.ak.us/water/muniloan/index.htm>

and select the **"LOANS: FY10 ADWF, ACWF Online Loan Questionnaire"** link under **"What's Hot,"** or **"Program Links."**



2 This page discusses the online questionnaire submission process. It also states that the MS Word form is being phased out. If you encounter difficulties accessing or completing the on-line questionnaire or prefer to use the MS Word version of the form, please contact Mike Lewis at mike.lewis@alaska.gov.

When ready to begin the online questionnaire process, click on the **"Complete Questionnaires Online"** button.



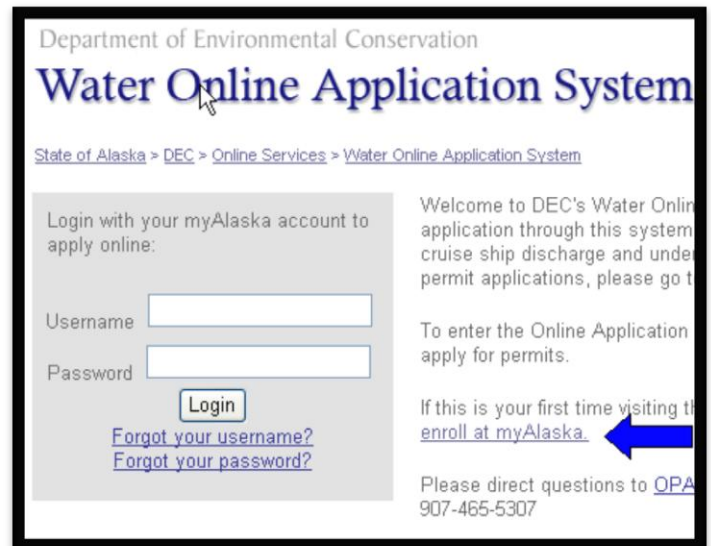
3

Submitting a questionnaire online requires a **myAlaska** account with a username and password. If you already have a **myAlaska** account, either business or personal, you can use that for this process. After entering your **myAlaska** user name and password, you will be directed to the Online Application system, ready to fill in the questionnaire.

If you don't have a **myAlaska** account, select the “**Enroll at myAlaska**” link. You only need to do this once! The next few steps will walk you through setting up a **myAlaska** account.

TIP:

Think of a personal myAlaska account as a driver's license. It is completely acceptable to use it for submitting these questionnaires. However, you can also set up a separate “business” myAlaska account if you would prefer.



The screenshot shows the login page for the Department of Environmental Conservation's Water Online Application System. The page has a header with the department name and the system title. Below the header is a breadcrumb trail: State of Alaska > DEC > Online Services > Water Online Application System. The main content area is divided into two columns. The left column contains a login form with fields for Username and Password, a Login button, and links for 'Forgot your username?' and 'Forgot your password?'. The right column contains a welcome message, instructions on how to use the system, and a link to 'enroll at myAlaska' with a blue arrow pointing to it. At the bottom right, there is a contact number for OPA: 907-465-5307.

Department of Environmental Conservation
Water Online Application System

State of Alaska > DEC > Online Services > Water Online Application System

Login with your myAlaska account to apply online:

Username

Password

Login

[Forgot your username?](#)

[Forgot your password?](#)

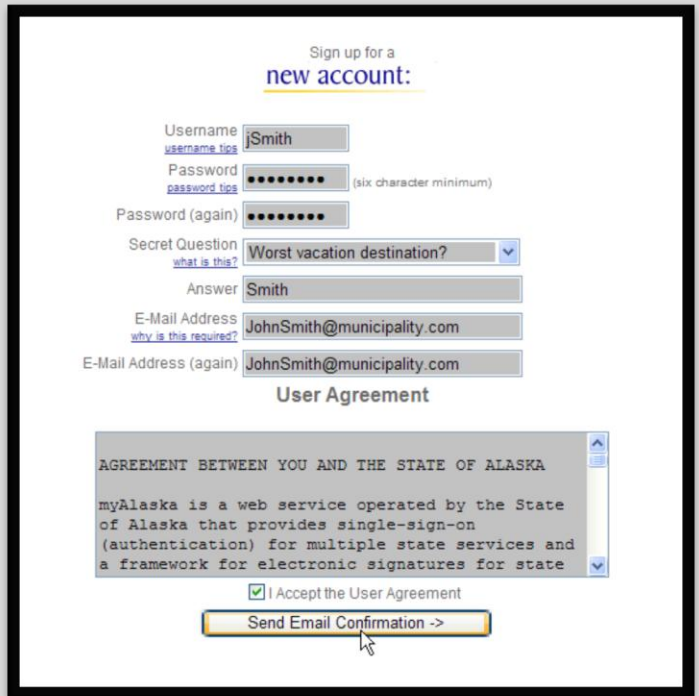
Welcome to DEC's Water Online application through this system. To enter the Online Application apply for permits.

If this is your first time visiting the enroll at myAlaska.

Please direct questions to OPA 907-465-5307

4 (NOTE: If you already have a myAlaska account, please skip down to step 8.)

After you click on the “**Enroll at myAlaska**” link, you will arrive at the **new account** page for myAlaska. Fill in the User ID, password, “secret question and answer,” and email address for your username account. After reviewing the user agreement, check the “**I Accept the User Agreement**” box and select the “**Send Email Confirmation**” button.

A screenshot of the myAlaska 'new account' registration page. The page is titled 'Sign up for a new account:'. It contains several input fields: 'Username' with the value 'jSmith', 'Password' with masked characters and a '(six character minimum)' note, 'Password (again)' with masked characters, 'Secret Question' with a dropdown menu showing 'Worst vacation destination?', 'Answer' with the value 'Smith', 'E-Mail Address' with the value 'JohnSmith@municipality.com', and 'E-Mail Address (again)' with the same value. Below these fields is a 'User Agreement' section with a scrollable text area containing the agreement text. A checkbox labeled 'I Accept the User Agreement' is checked. At the bottom is a yellow button labeled 'Send Email Confirmation ->'.

Sign up for a
new account:

Username [username tip](#) jSmith

Password [password tip](#) (six character minimum)

Password (again)

Secret Question [what is this?](#) Worst vacation destination?

Answer Smith

E-Mail Address [why is this required?](#) JohnSmith@municipality.com

E-Mail Address (again) JohnSmith@municipality.com

User Agreement

AGREEMENT BETWEEN YOU AND THE STATE OF ALASKA

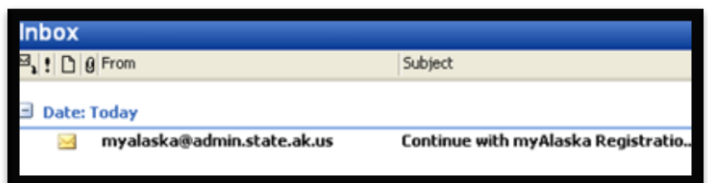
myAlaska is a web service operated by the State of Alaska that provides single-sign-on (authentication) for multiple state services and a framework for electronic signatures for state

☒ I Accept the User Agreement

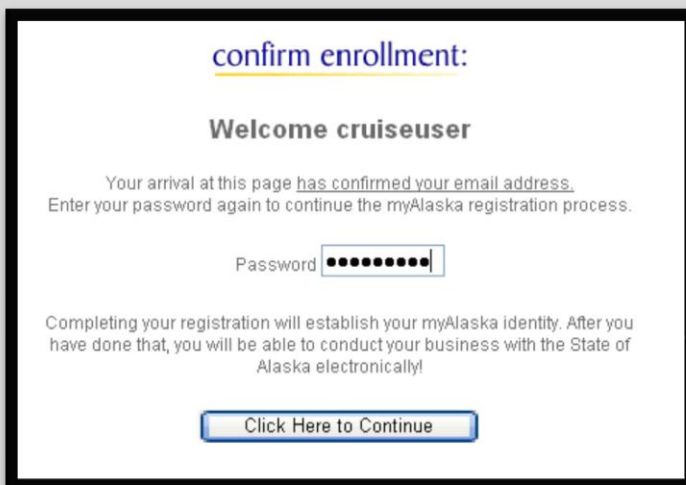
Send Email Confirmation ->

5 Close the internet browser window and check the email account you entered in Step 5.

If you cannot locate the email in your inbox, please be sure to check your junk mail folder.



6 Open the email and select the hyperlink in the email, which takes you to the password confirmation page. Enter your password again on this page, and select the **“Click Here to Continue”** button.



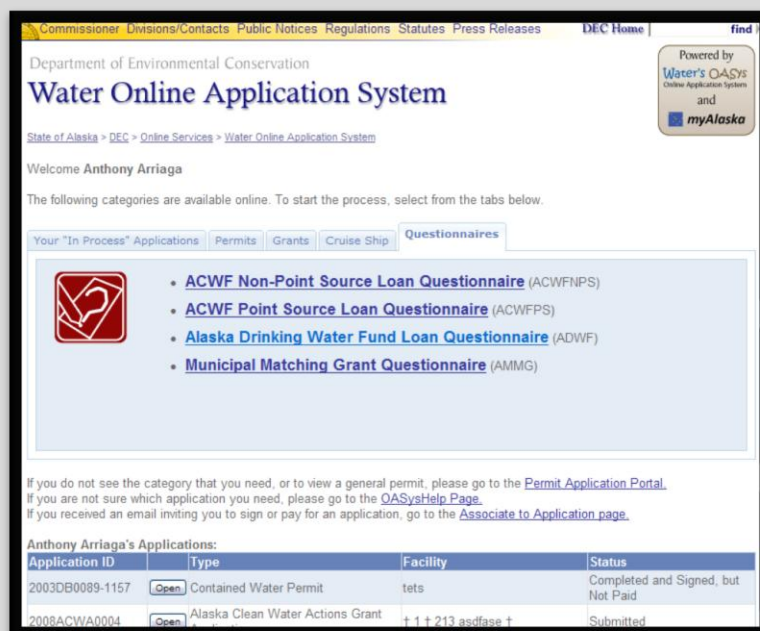
7 Read the privacy agreement, check the **Accept** check box, and select Continue.

NOTE: The only information DEC will use is the address and email information.



8 After successfully registering for a myAlaska account or after entering your existing username and password, you will arrive at the Online Application system, ready to fill in the questionnaire!

Select the **“Alaska Drinking Water Fund,” “ACWF Non-Point,”** or **“ACWF Point Source”** Loan Questionnaires from the available categories.



Application ID	Type	Facility	Status
2003DB0089-1157	Open Contained Water Permit	tets	Completed and Signed, but Not Paid
2008ACWA0004	Open Alaska Clean Water Actions Grant	+ 1 + 213 asdfase +	Submitted

9 A series of steps will take you through the questionnaire, asking for information pertinent to your project.

Fill out the information on these pages as completely and thoroughly as possible. (Below you will find a few “Tips” that provide additional information regarding navigation of these steps.)

TIP:

Questions with a Star (★) next to them are required. It is completely acceptable to copy and paste text from another document.

TIP: When finished with a step, go to the next page by selecting the “Next” button in the lower right corner.

TIP:

At any time, you can logout, and your information will be saved.

NOTE: Changes to the current page are not saved until you hit “Next”.

The screenshot shows the 'Alaska Drinking Water Loan Fund' questionnaire submission process. At the top, there's a navigation bar with links like 'Commissioner', 'Divisions/Contacts', 'Public Notices', 'Regulations', 'Statutes', 'Press Releases', and 'DEC Home'. Below this, the title 'Alaska Drinking Water Loan Fund' is displayed. A progress bar indicates the current step is 1 out of 12. The main heading is 'Municipality Information'. The 'Purpose' section states: 'Please complete this questionnaire for each project you want considered for a loan from the Alaska Drinking Water Fund (ADWF)'. There's a note: '★ indicates required field'. The form fields include 'Tracking #': 2008ADWF0105, 'Facility': (empty), and 'Type': Alaska Drinking Water Fund Loan Questionnaire. The 'Proposed Project' section has 'Project Title' and 'Municipality or Drinking Water System Recommended', both marked with a red star and having empty input fields.

The screenshot shows the 'Lead Water System Operator (0 - 5 Pts)' questionnaire page. The progress bar indicates the current step is 6 out of 12. The 'Purpose' section states: 'Please provide the name, type and level of certificate and certification number of your lead water system operator. In order to obtain these points, your system needs to be under the supervision of a state certified operator at the proper certification level.' There's a note: '★ indicates required field'. The form fields include 'Tracking #': 2008ADWF0105, 'Facility': Test, and 'Type': Alaska Drinking Water Fund Loan Questionnaire. The 'Lead Operator' section has a question: 'Is the lead operator a state certified operator and of the proper certification level?' with radio buttons for 'Yes' and 'No'. Below this are input fields for 'Name', 'Certification Level', and 'Number'. At the bottom, there are buttons for 'Previous', 'Overview', and 'Next'. A red arrow points to the 'Next' button. The footer includes '(help?)', 'OASys version 3.1.1', 'Home', and 'Logout'.

TIP At any time, you can also select the “Overview” button at the bottom of any page to go to the overview step (last step). This step allows you to review your information and to edit previously entered information.

NOTE: Remember, Changes to the current page are not saved until you hit “next”.

1 The second to last step gives you the option to submit any required or optional attachments online.

0 Please read the directions carefully on this page.

NOTE: Attachments may also be submitted via email, fax, traditional mail, or hand delivered to the DEC office in Juneau.

Address:

Alaska Department of Environmental
Conservation
Municipal Grants and Loans
410 Willoughby Avenue, Suite 303
P.O. Box 111800
Juneau, AK 99811-1800
Attn.: Terri Lowell
E-mail: terri.lowell@alaska.gov

1 The “**Application Overview**” page (last step) gives you an opportunity to review what you have entered so far as well as edit any information inputted so far.

To change any information in a section, select the edit button that corresponds to that section.

1 After all information is entered and you have finished adding all online attachments, you will need to submit your questionnaire.

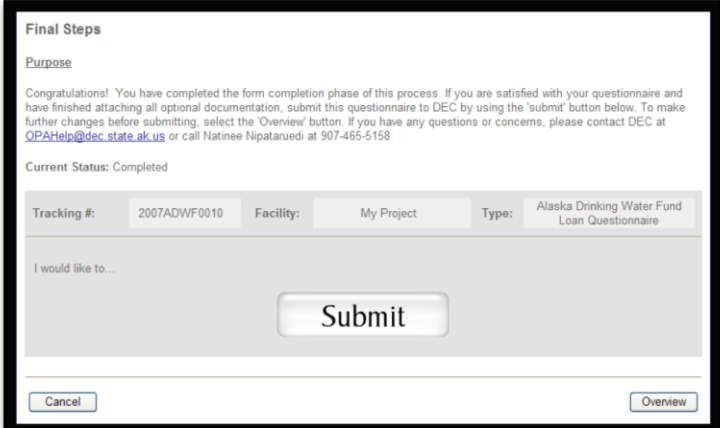
2 **NOTE:** A check will appear next to task “**1. Complete Questionnaire**” if the questionnaire is complete and ready to be submitted.

To go the **Submission** page, select the “**Submit Questionnaire**” link under tasks on the Questionnaire Overview page. You can also click on the “**Continue**” button at the bottom of the page.

1 The “**Final Steps**” page gives you the option to submit your questionnaire to DEC.

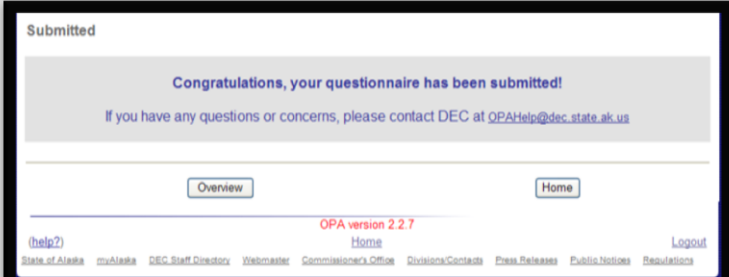
3 If you are satisfied with your questionnaire click the submit button on this page.

NOTE: Once submitted, you will no longer be able to modify the questionnaire or add additional attachments.



The screenshot shows the 'Final Steps' page of a web application. At the top, it says 'Final Steps' and 'Purpose'. Below that, a message states: 'Congratulations! You have completed the form completion phase of this process. If you are satisfied with your questionnaire and have finished attaching all optional documentation, submit this questionnaire to DEC by using the 'submit' button below. To make further changes before submitting, select the 'Overview' button. If you have any questions or concerns, please contact DEC at OPAHelp@dec.state.ak.us or call Natinee Nipataruedi at 907-465-5158'. The 'Current Status' is 'Completed'. Below this, there are three tabs: 'Tracking #:', 'Facility:', and 'Type:'. The 'Tracking #' tab is active, showing '2007ADWF0010'. The 'Facility' tab shows 'My Project'. The 'Type' tab shows 'Alaska Drinking Water Fund Loan Questionnaire'. Below the tabs, there is a text input field with the placeholder 'I would like to...'. To the right of this field is a large 'Submit' button. At the bottom of the page, there are two buttons: 'Cancel' on the left and 'Overview' on the right.

1 Once your questionnaire is submitted, you have completed the online questionnaire process and may close your browser. You will receive an email confirming your submission.



The screenshot shows the 'Submitted' page of a web application. At the top, it says 'Submitted'. Below that, a message states: 'Congratulations, your questionnaire has been submitted!'. Below this, a message states: 'If you have any questions or concerns, please contact DEC at OPAHelp@dec.state.ak.us'. Below the message, there are two buttons: 'Overview' on the left and 'Home' on the right. At the bottom of the page, there is a footer with the text 'OPA version 2.2.7' and a 'Home' link. Below the footer, there is a navigation bar with links: 'State of Alaska', 'myAlaska', 'DEC Staff Directory', 'Webmaster', 'Commissioner's Office', 'Divisions/Contacts', 'Press Releases', 'Public Notices', 'Regulations', and 'Logout'.

For assistance, please call

**Amber Bennett at 907-451-2130, or
Michelle Bonnet at 907-465-5158.**